

Town of Crested Butte Special Events Permit Information

A Special Events Permit is required for any special event held on Town property or public right of way. All special events permits must be approved by the Town Council.

Please allow a minimum of one month for approval of a special events permit

How to apply for a special events permit:

- Obtain the necessary forms from the Town Clerk's Office at Town Hall. Forms 1-5 are required see list below.
- Contact the Town Clerk to schedule a date when your special event permit will be considered at a Town Council meeting.
- Return the forms to the Town Clerk's Office at least three weeks prior to the Town Council meeting when your special events permit will be considered.
- **If you will be serving or selling alcohol at your event** you also need to obtain a Special Events Liquor license. Refer to the form titled **Special Events Liquor License Information**. Special Events Liquor license applications are available at the Town Clerk's office. A hearing before the Town Council is required for a Special Events Liquor license. The hearing is held at the same time your special events permit (if applicable) is considered. Special Events Liquor Licenses may only be issued to non-profit organizations and are required for all events selling or serving alcohol at a location that is not licensed to serve alcohol.
- Proof of general public liability insurance naming the Town of Crested Butte as additionally insured is required for all events held on Town property or public right of way. Contact the Town Clerk if you would like to obtain a quote for coverage through the Town's insurance provider.

Special Events Forms and Informational Documents:

- Special Events Information Cover Sheet
- (1) Town of Crested Butte Special Events Permit Form
- (2) Crested Butte Marshal's Special Events Form
- (3) Crested Butte Marshal's Map to Indicate Location of Event
- (4) Special Events Contact Form Crested Butte Fire Protection District
 - You should bring this form to the Crested Butte Fire Protection District Offices at least three weeks prior to the council meeting when your event will be considered. Contact Fire Chief Rick Ems-349-5333.

- (5) Special Events Contact Form Mountain Express Bus Service
 - Contact Scott Truex at Mountain Express 349-5616 at least three weeks prior to the council meeting when your event will be considered.
- Special Events Liquor License Information
- Special Events Liquor License Application
- Request for Special Events Insurance Quote (*short form*)
- Request for Special Events Insurance Quote (*long form- use this form for large events such as outdoor concerts and multi-day events*).

If you have any questions regarding special events permits or liquor licensing contact Eileen Hughes, Town Clerk at 349-5338 or email ehughes@crestedbutte-co.gov

**Town of Crested Butte
Special Events Permit**

Name of Organization: _____

Address: _____

Email address: _____

Sales Tax Number: _____

- Will you be selling anything at this event (such as products, food or drinks)? Yes ☐ No ☐
- If you sell anything you must collect, report and remit sales tax to the Town of Crested Butte no later than the 20th day of the month following the special event.
(For more information about sales tax reporting contact the Town Finance Department at 349-5338)
- Proof of general public liability insurance naming the Town of Crested Butte as additional insured must be attached to this application. **Proof of insurance provided?** Yes ☐ No ☐

The Town of Crested Butte, Colorado hereby grants to:

Name of Organization: _____,

Permission to stage the following:

Special Event: _____

Date(s): _____

On Town Property (location): _____

The undersigned permittee hereby agrees to indemnify and hold harmless the Town, its officers, employees and agents against any and all claims, including the cost of defense, arising from or by reason of the permitted use. The permittee shall obtain and maintain, during the full period of the special event, general public liability insurance covering all activities occurring as part of the special event under this permit, which policy or policies shall name the Town as an additional insured, with coverage no less than \$1,000,000.

Granted this _____ day of _____, 200____.

Town of Crested Butte, Colorado

(Seal)

By: _____

Alan Bernholtz, Mayor

Attest:

Eileen Hughes, Town Clerk

By: _____

Permittee



Crested Butte Marshal's Office

P.O. Box 39

Crested Butte, Colorado 81224

Established 1880

(970)-349-5231

Fax (970)-349-6532

E-mail - cbmarshal@crestedbutte-co.gov

Special Events Information Form

Name of Event: _____

Name of Organization: _____

Date: _____ Time: _____ - _____ am / pm to Time: _____ - _____ am / pm

Location: _____

Number of People Attending Event: _____ Number of Staff: _____ Number of Private Security: _____

Number of Booths: _____ Will Alcohol be Present: ☐ Yes ☐ No Event Fenced In: ☐ Yes ☐ No

Clean Up Arrangements: _____

Event Coordinator: _____

Home Phone #: (_____) - _____ - _____ Cell #: (_____) - _____ - _____

Assistant to Coordinator: _____

Home Phone #: (_____) - _____ - _____ Cell #: (_____) - _____ - _____

Description of Event:

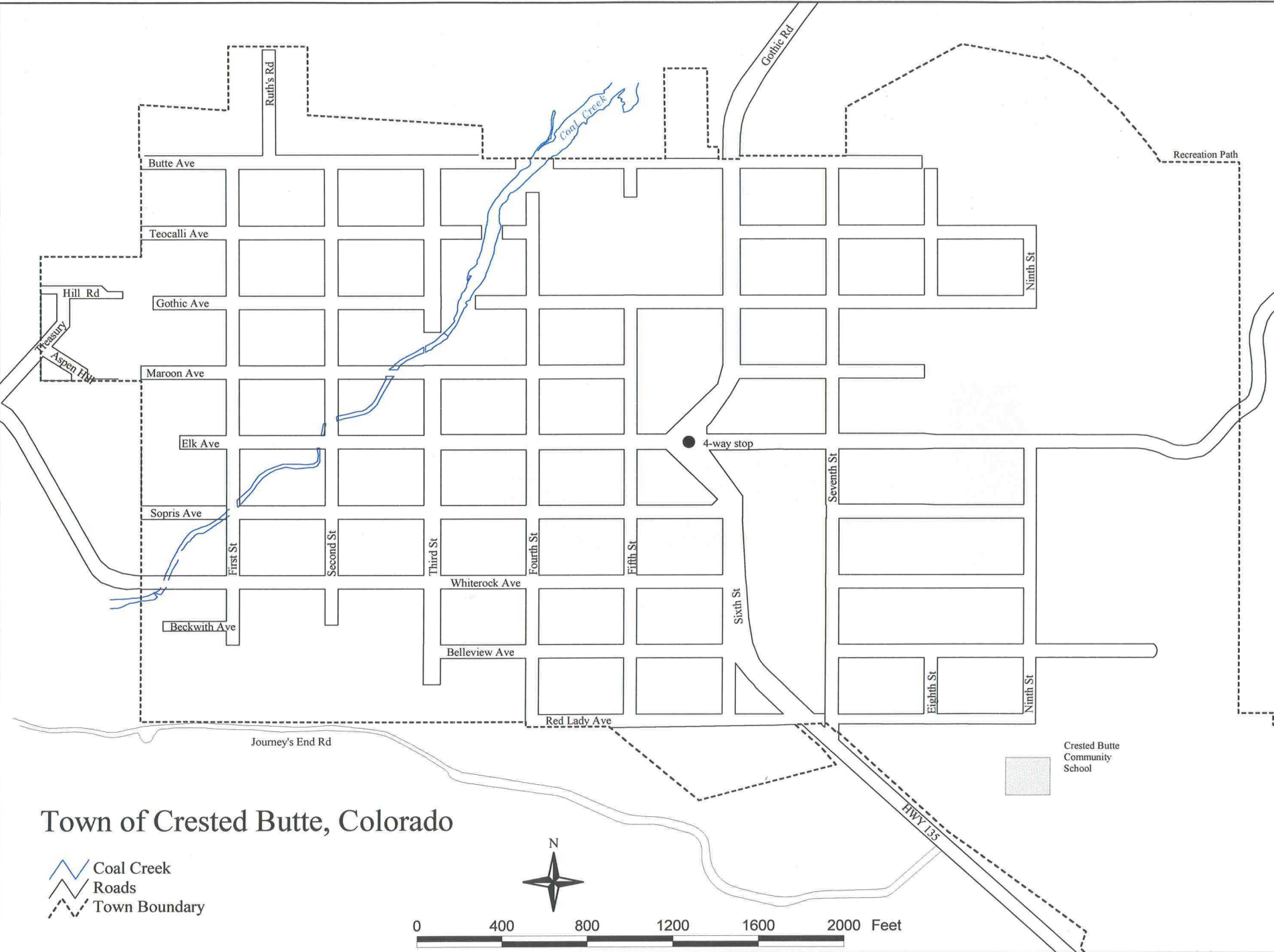
This Section to be Completed by Marshal's Office Personnel

Number of Police: _____ Police Escort Requested: ☐ Yes ☐ No Number of Police Cars: _____
Number of EMS: _____ Number of Fire Fighters: _____ Number of Town Staff: _____
Is Public Works Required? ☐ Yes ☐ No Number of Barricades: _____ Barricade Locations: _____

Clean up arrangements: ☐ Yes ☐ No Estimated Costs to Town: \$ _____

CBMO

Recommendations: _____



Town of Crested Butte, Colorado

- Coal Creek
- Roads
- Town Boundary



0 400 800 1200 1600 2000 Feet

**Town of Crested Butte
Special Events Contact Form
Crested Butte Fire Protection District**

Name of Event: _____

Name of Organization: _____

Address: _____

Event Coordinator: _____

Event Coordinator Phone Number: _____

Fax: _____

Email: _____

Event Date (s): _____

Event Location: _____

Are you requesting any street or alley closures for this event? Yes: __ No: __

Streets and/or alleys proposed for closure: _____

Crested Butte Fire Protection District

Comments and/or Recommendations:

Signature: _____

Please return this form to the Town Clerk's Office by: _____

Crested Butte Town Council hearing date for this event: _____

**Town of Crested Butte
Special Events Contact Form
Mountain Express Bus Service**

Name of Event: _____

Name of Organization: _____

Event Coordinator: _____

Event Coordinator Phone Number: _____

Fax: _____

Email: _____

Event Date (s): _____

Event Location: _____

Are you requesting any street or alley closures for this event? Yes: __ No: __

Streets and/or alleys proposed for closure: _____

How do you expect this event to impact Mt. Express Bus Operations? _____

Mountain Express

Comments and/or Recommendations:

Signature: _____

Please return this form to the Town Clerk's Office by: _____

Crested Butte Town Council hearing date for this event: _____